

DEPARTMENT OF MICHIGAN
VETERANS AFFAIRS AND REHABILITATION COMMITTEE
11 march 2017

The meeting of the Department of Michigan, VA&R Committee, was called to order by Vice Chairman Tony Licari at 10:45 A.M. in the Oval Room of the Holiday Inn, Flint, Michigan.

Present were Standing Committee members; Tony Licari, Alfonse VanHese, ALT Bob Gillette and Thomas Sheppard Excused; Don Howard, Gary Bourdeau

There were a total of 21 legionnaires present.

Guests Present; Eary Easterling Director VA&R; Phil McCaskey, DVSO

It was moved by Mr. Gillette and supported by Mr. VanHese that the minutes of the 23 September 2016, meeting of the Department VA&R Committee be approved. Motion Carried.

Old Business:

Status of training of DVSO's, Detroit Staff and VA&R Committee at Wilwin Lodge: Per Gary Easterling, not open dates for training available.

Status of health care being provided by Indian Tribes in the Michigan U.P.: Per Gary Easterling, Agreement will be signed soon and will include monetary support for placement of VSO with the Sault Ste. Marie Tribe.

New Business:

Vice Chairman Tony Licari requested VA&R Director, Gary Easterling, to report on the current status of the VA&R Division, the status of Department Veteran Service Officers in Detroit and in the field.

It was moved by Mr. Gillette and supported by Mr. VanHese to adapt the DISTRICT SERVICE OFFICER GUIDE. Motion Carried.

Veteran's Choice program for VISIN 11, (UP) reported on by Alfonse VanHese

Southgate Veterans Center update provided by Bob Gillette.

Phil McCaskey, DVSO, provided information on the Camp Lejeune Contaminated Water exposure. New information can be found on the website, VA.GOV, or by calling the Detroit DVSO office.

There being no further business to come before this committee, it was moved by Mr. Sheppard and supported by Mr. VanHese that the meeting be adjourned at 11:45 A.M. Motion carried.

RESPECTFULL SUBMITTED



TONY LICARI
Vice Chairman
VA&R Committee

DRAFT COPY APPROVED 11 MAR 17 BOB GILLETTE
VAER COMMITTEE:

District Service Officer Guide

What Is A District Service Officer?

If this is your first time as a District Service Officer, and you are not quite sure what the job entails, don't feel alone! You're not! Every year over 800 Legionnaires across the nation are selected to the position of District Service Officer and very few have experience. As a District Service Officer you have a unique opportunity to help The American Legion work and in turn to HELP AMERICA WORK. Your term in the office of District Service Officer can be one of the most rewarding and satisfying experiences of your life. . . if you meet your-

Responsibility

In many ways the District Service Officer is the most important person in The American Legion. Department Service Officers learn very quickly that when a District Service Officer has organized the district. It is meeting his/her responsibilities, and keeping a constant watch on district activities. Each post in The American Legion is a separate and distinct unit of our organization, and functions independently of each other post. You, as District Service Officer, have the responsibility for providing the link between individuals, posts and department. The department, in turn, provides the link between the districts, and the Department Veterans Affairs & Rehabilitation Director and the VA&R Committee. The part you play in this communications process is vital. Without your leadership, the posts in your district will have no way of linking their operations to our much larger national network. With your leadership, your district can become an important part of an organized national effort. The American Legion was founded with a spirit of fellowship, enthusiasm and mutual respect among concerned friends; it was built on understanding, appreciation, and vocal pride of America and its people. It was built with the awareness that together we can make a difference together we are "STILL SERVING AMERICA." The success of The American Legion in today's world begins with you and your desire and ability to link your district to the rest of the organization. Ralph Waldo Emerson once mused that, "Nothing great was ever achieved without enthusiasm." Enthusiasm indicates excitement about an idea. If we add the necessary ingredients of dedication, personal attention, imagination, and

perseverance, we have the requirements for a good District Service Officer.

DUTIES

VA&R Committee, Director

It is critical that a District Service Officer remain informed to maximize their influence with the Post Service Officer (PSO) so as to provide service to veterans. This can be enhanced if the Department of Michigan VA&R Committee and Director urges the following at all levels of organization:

1. Ensure Post Service Officers are trained
2. Ensure District Service Officers are trained
3. Include hands on training
4. Utilize current technology i.e., internet, email, office automation, public relations
5. Make appropriate changes as necessary
6. VA&R serve as mentors to District Service Officers by teaching
7. District Service Officers will then assist with the mentoring of the Post Service Officers within their districts
8. VA&R Committee and Director to provide training at annual Post Service Officer Training

District Service Officer

1. The District Service Officer will be the link between the VA&R and the Posts within their districts.
2. Recommend the District Service Officer accompany the District Commander with his visits to Posts within their districts.
3. Maintain a District Service Officer Report to be presented at the district meeting and combine entries for the annual District Service Officer Report.
4. Maintain a District Service Call Log.
5. The District Service Officer shall reach out to ALL veterans in their district and assist with their needs and concerns with; Acquisition of records; Temporary Financial Assistance; Referrals to other agencies.

District Visit Log

Date	Post	Name of contact	Office	Phone number	Program/Subject	Comments about visit

District Service Officer: _____ Date submitted: _____

Dist Call Log

Date	Int	Post	Cont act	Name of contact	Office	Phone number	Program/subject	Comments about call

Dist. Service Officer: 1. Enter Dist. # on row 1 to replace 22, and also use as file name when saving as back up file.
2. Open form and enter data about calls to Post Services Officers.

4. Enter date as "15-Feb"; Enter Caller ID as initials of Dist Commander or Vice Cmdr., or other officer.

6. Re-open same form if there is room or open original file name and continue as in #2.
7. Be sure to ask for and note both positive and negative comments.

District Service Officer:----

Date submitted:----

**DISTRICT SERVICE OFFICER'S
ANNUNAL REPORT**

District Information

District: _____ Post: _____ Number of posts in district: _____

Number of district meetings attended: _____

Number of PSO training sessions: _____

Average attendance at training sessions: _____

Number of posts contacted: _____ Number of posts visited: _____

Presentations given to Legion Auxiliary, SAL : _____

Other presentations given: _____

Contact Information

Personal interviews: _____ Referrals made: _____ Miles traveled: _____

Telephone calls: _____ Letters sent/received: _____

Emails sent/received: _____

Other Services

Acquisition of Records

Report of Separation/DD-214: _____ Other active duty records: _____

Dependency documents: _____ Other records or documents: _____

Acquisition of Awards and Decorations: _____

Temporary Financial Assistance

Michigan American Legion Endowment Fund: _____

Boys State Endowment Fund: _____ VA&R Endowment Fun: _____

National Americanism and Children & Youth: _____

Referrals

Michigan Veterans Trust Fund___ Michigan Homes for Veterans___

County Veterans Relief Funds___

*NATIONAL EMERGENCY FUND
VETERAN EMERGENCY FUND*

Remarks

*DEPARTMENT EMERGENCY FUND
COUNTY VETERANS RELIEF FUND
MICHIGAN HOMES FOR VETERANS*



Printed name of District Service Officer

Signature

10th District Post Service Officer Training

Because not all PSO's have attended training at Higgins Lake

The Four Pillars

Being an Effective Post Service Officer

Maintain PSO report

Develop PSO Resource Book

Learn VA Benefits Handbook / Michigan Veterans Handbook

Spouse Benefits

VA Health Care, VA Form 10-10EZ

Eligibility

Hearing Aids, SAH, SHA, Auto

VA CHOICE Program

Ancillary Benefits

Community Outreach & Temporary Financial Assistance

Burial Benefits

Request Military Service Records

Request/Replace Military Awards and Decorations

Pre-Discharge Integrated Disability Evaluation System (IDES)

Fundraising